



**DEPARTMENT OF REHABILITATION SERVICES (DORS)
DISABILITY DETERMINATION SERVICES**

**JOB OPPORTUNITY
VOCATIONAL REHABILITATION SUPERVISOR**

This position is 100% Federally Funded

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Current DORS Employees Only

Location: 309 Wawarme Street, Hartford, CT 06106

Job Posting No: 32304, 95037

Hours: Monday – Friday, 35 hours per week

Bargaining Unit: Education Professions (P3-B)

Salary: \$73,609.00 - \$95,815.00 (EB-28)

Closing Date: June 22, 2016 – June 29, 2016

The Department of Rehabilitation Services is seeking to fill two (2) Vocational Rehabilitation Supervisor positions within the Bureau of Disability Determination Services (DDS). The selected candidates will be responsible for guiding and advising disability examiners in all phases of the Social Security Disability adjudication process. They are responsible for ensuring efficient unit workflow and that examiners are compliant with the overall guidelines and standards of the SSA and DDS agencies. The supervisors are expected to quickly identify and resolve workflow and caseload management problems as well as implement required programmatic changes, prepare written required reports including quarterly reviews, annual service ratings, performance improvement plans, conduct in-service trainings and other presentations, and provide supervision for a unit of disability examiners. The supervisors would provide feedback to management on workflow, work priorities, production problems and recommend changes. Strong interpersonal skills including the ability to gain cooperation from others to accomplish goals, collaborate with multiple components, as well as the ability to diffuse difficult situations. The supervisor should have the ability to provide ongoing feedback regarding examiner performance and provide opportunities to learn through formal and informal methods. Prior experience in supervising, mentoring, training and/or leading others is preferred.

Additionally, the selected candidate must possess:

- Knowledge of Social Security disability adjudication principles, policies, methods, procedures and the ability to explain program updates and changes to unit examiners.
- The ability to relate to different cultural and economic backgrounds as well as the ability to foster an inclusive unit environment where diversity and individual differences are valued.
- The ability to manage multiple workloads and priorities.
- Skills in using sound reasoning and critical thinking to make decisions, identifying and analyzing problems to generate solutions and recommendations to workload challenges.

SUPERVISION RECEIVED: Works under the direction of the DDS Case Processing Coordinator or the DDS Administrator.

RESPONSIBILITIES: In Disability Determination Services guides and advises disability examiners in all phases of the Disability Adjudication process; reviews reports and case records for uniformity in the application of policies and standards of service; coordinates all programs and services to provide maximum effective services to clients; identifies in-service training and staff development needs for technical and clerical personnel; may represent the Bureau in community relations activities and speak before lay and professional groups; prepares progress and statistical reports and submits them to DDS Case Processing Coordinator, DDS Administrator or Social Security Administration central office as required; does related work as required.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of disability adjudication principles, methods, procedures and current developments; knowledge of personnel supervision, administrative techniques and office management related to a complete adjudication process; knowledge of current legislation including federal law pertaining to Social Security Disability Determination; knowledge of in-service training; knowledge of community organizations and other resources available to persons with disabilities; ability in written and oral expression.

EXPERIENCE AND TRAINING: A Master's degree in rehabilitation counseling, vocational guidance or related behavioral or social science, plus one (1) year of additional education in vocational rehabilitation and five (5) years of progressively responsible employment in vocational rehabilitation including at least two (2) years in a supervisory capacity.

NOTE: For employees of the Bureau of Rehabilitation Services seven (7) years of employment as a Vocational Rehabilitation Counselor may be substituted for the graduate study requirement.

The filling of these positions will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit the following and forward as indicated below:

1. State of Connecticut Application for Employment (CT-HR-12), available online at: www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS.
2. Copy of your two (2) most recent service ratings as part of your application materials.

Department of Rehabilitation Services
55 Farmington Avenue, 12th Floor
Hartford, CT. 06105
ATTN: Human Resources
OR EMAIL TO: DORS.Recruitment@ct.gov

THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL

Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted.

PLEASE NOTE: The primary contact will be via email if provided on your application.

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE June 29, 2016

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.